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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*Services Officer*
055

Document No. _____

NO CHANGE in Class. ☐

MEMORANDUM FOR: All Assistant Directors

DECLASSIFIED

15 November 1950

SUBJECT: Administration

Class. ☐ ☐ ☐

DDA Memo, 4 Nov 50

Auth: DDA REG. 77/1763

Date: 6 Nov 50 By: ☐

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1. Enclosed herewith for your information is an organization chart of the Executive's office, which has been made effective today.

2. Preliminary to amendment of Regulation ☐ which it is contemplated may include functions other than the Executive's office (such as the new Office of National Estimates), this memorandum is to serve as formal advice of the general duties of the individuals named on the chart. The duties of these officers will be agency-wide and they will exercise the same authority and have the same responsibility as the Executive within the spheres of operation indicated. All personnel within the indicated fields will become their responsibility though at times assigned for duty under other direct commands. Their names, titles, and very brief statements of their duties are as follows:

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E. R. Saunders	Comptroller	Supervision of all CIA financial matters.
L. R. Houston	General Counsel	In charge of all CIA legal and regulatory problems, including legislative liaison.
Sheffield Edwards	Security Officer	Will operate as IASS has heretofore.
W. J. Kelly	Personnel Director	In charge of all personnel problems of the Agency, except those under the "Training" section.
W. L. Peel	Services Officer	In charge of and full responsibility for all "services of common concern" to the various elements of the Agency, such as telephones, transportation, space requirements, etc.
Matt Baird	Director of Training	As of 1 Jan 51, this division will be primarily concerned with developing a program of career training. At a later date it will coordinate and supervise all training.

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[Redacted]

Supply Officer

In charge of all procurement of any kind for the Agency.

John R. Tietjen

Medical Officer

Will operate as heretofore.

[Redacted]

Assistant to the Executive

Special analysis of management problems for the Executive and others as required.

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3. Each of the above officers will eventually consult with each Assistant Director (to the extent it appears mutually advisable) to determine ways and means of making their functions more effective and efficient in support of the operations of the Agency.

13/

[Redacted]

Executive

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1 Attach. Organization Chart

Copies to:

Director
Deputy Director
Chief, Advisory Council } with copy of attachment
Comptroller
General Counsel
Security Officer
Personnel Director
✓ Services Officer
Supply Officer
Medical Officer

SERVICES DIVISION

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